

BACKGROUND SCREENING FORM

All District of Columbia government employees are subject to a general background investigation at the time of hire. To conduct these checks, we may obtain information from a credit reporting bureau and other consumer reporting agencies. This information may include, among other things, a consumer report and an investigative consumer report. Your consumer report may include a credit report if you are occupying a safety, protection or security sensitive position, elected a residency preference during the application process, or have a residency requirement as part of your position. In accordance with the Fair Credit Reporting Act, approved October 26, 1970 (P.L. 91-508; 15 U.S.C. § 1681), this document notifies you that we may obtain a consumer report on you for purposes of your employment.

The attached **Authorization to Procure Consumer Information** must be signed so we can conduct an inquiry with a credit reporting bureau and complete your investigation. We may also obtain an investigative consumer report. An investigative consumer report will include information concerning your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting and conducting personal interviews with your present and previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the investigation requested.

Failure to complete this form and comply with the investigative requirements for the position you currently occupy or have been selected for could result in administrative action, up to and including removal. If the D.C. government intends to take any adverse action based in whole or in part on your credit report, you are entitled to certain protections set out in the Fair Credit Reporting Act. These protections are provided below.

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if: (1) a person has taken adverse action against you because of information in your credit report; (2) you are the victim of identity theft and place a fraud alert in your file; (3) your file contains inaccurate information as a result of fraud; (4) you are on public assistance; (5) you are unemployed but expect to apply for employment within 60 days. In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

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District of Columbia Department of Human Resources

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.(a) Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates (b) Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	(a) Consumer Financial Protection Bureau, 1700 G Street, N.W., Washington, DC 20552 (b) Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, N.W., Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:(a) National banks, federal savings associations, and federal branches and federal agencies of foreign banks (b) State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act. (c) Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations (d) Federal Credit Unions	(a) Office of the Comptroller of the Currency, Customer Assistance Group, 1301 McKinney Street, Suite 3450, Houston, TX 77010-9050 (b)Federal Reserve Consumer Help Center, P.O. Box 1200,Minneapolis, MN 55480 (c) FDIC Consumer Response Center, 1100 Walnut Street, Box #11 Kansas City, MO 64106 (d) National Credit Union Administration, Office of Consumer Financial Protection (OCFP), Division of Consumer Compliance Policy and Outreach, 1775 Duke Street, Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings, Aviation Consumer Protection Division, Department of Transportation, 1200 New Jersey Avenue, S.E., Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board, Department of Transportation, 395 E Street, S.W., Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access, United States Small Business Administration, 409 Third Street, S.W., Suite 8200, Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission, 100 F Street, N.E., Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration, 1501 Farm Credit Drive, McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, N.W., Washington, DC 20580 (877) 382-4357

AUTHORIZATION TO PROCURE CONSUMER INFORMATION

By signing below, I hereby authorize the D.C. government to obtain a consumer report on me, which may include an investigative consumer report from a consumer reporting agency. I understand that this information is needed in connection with employment with the District of Columbia government.

I understand that if my position is designated as **safety, protection, or security sensitive**, my consumer report may include a credit report from a credit reporting bureau.

I also understand that if I elected a **residency preference** during the hiring process, or if I have a residency requirement as part of my job position, a consumer report including a credit report may be used to verify District residency.

Employee / Applicant / Volunteer (Signature)

Full Name (Printed)

Social Security Number

Other Name(s) Used (Print)

Date of Birth

Address

Date of Acknowledgement

NOTE: Information regarding disclosure of your Social Security Number (SSN) is used in accordance with section 3104.3 of Chapter 31A of the D.C. personnel regulations, Records Management and Privacy of Records. Disclosure of your SSN is mandatory to obtain the services and benefits of employment with the District government. The SSN is used as an identifier throughout your District government career. The information gathered through the use of the SSN will be used only as necessary in personnel administration processes carried out in accordance with established laws, regulations and published notices of systems of records.

I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken, in whole or in part, based upon my consumer report, I am entitled to the protections set out in the Fair Credit Reporting Act attached to this form. I believe, to the best of my knowledge, that all information I have provided in this form is accurate, true and correct, and attest that I fully understand the terms of this release.

Employee / Applicant / Volunteer (Signature)

Date of Acknowledgement

NOTE: Information regarding disclosure of your Social Security Number (SSN) is used in accordance with section 3104.3 of Chapter 31A of the D.C. personnel regulations, Records Management and Privacy of Records. Disclosure of your SSN is mandatory to obtain the services and benefits of employment with the District government. The SSN is used as an identifier throughout your District government career. The information gathered through the use of the SSN will be used only as necessary in personnel administration processes carried out in accordance with established laws, regulations and published notices of systems of records.